

SECRET

10/14/65
Recalled from Jett
for Permanent Retention
27 April '61
(Date)

Memorandum For: SSA/DDS Records Management Officer

Subject : Book Dispatches

Reference : DDP/RMO Memorandum, same subject, 10 April 1961

The attached Book Dispatch # 202 dated 12 Feb. '57 appears to be the responsibility of your office. Since no corresponding file has been established, it cannot properly be included in the CS file system. As an item in the chrono collections of the various addressees, this dispatch is scheduled for destruction when all book dispatches have been reviewed. However, it is not intended to interfere with the essential purpose of the dispatch. You are requested, therefore, either to authorize its destruction outright, in the event it has served its purpose, or authorize destruction and initiate action to preserve the contents and purpose of the dispatch in some more permanent form. This may be done either by republication as a CSI or Notice, or by establishment of an official subject file into which this item may be incorporated.

Attachment:
Book Dispatch

DD/P Records Management Officer

TO: RID/[] 2615 L Building

1. Book Dispatch # 202 is returned herewith. It

CEB

☒ a. has served its purpose and may be destroyed

☐ b. will be republished

☐ c. is returned for inclusion in an official subject file.

2. Comment (if b. or c. is marked)

[]

SECRET

SSA/DDS Records Management Officer

25X1

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25X1

63-177

STAT

☐ UNCLASSIFIED☐ INTERNAL
ONLY☐ CONFIDENTIAL☐ SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100010001-5

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

NO.

DATE

Book Dispatch No. 202

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

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25X1

TRANSMITTAL SLIP		DATE
TO:		7/1/65
ROOM		
RE		
<p><i>You handed this file to me recently to illustrate the need to scrutinize certain records before disposal, regardless of instructions to destroy them. See this particular document reference is made to reply to the made by 15 March 1957 - do you recall seeing any of the replies?</i></p>		
FROM		
ROOM NO.	BUILDING	EXTENSION
604	1016-16th St	2468
<small>FORM NO. 1 FEB 55 241 REPLACES FORM 36-8 WHICH MAY GPO : 1957-O-439445 (47)</small>		

TRANSMITTAL SLIP		DATE
TO:		4-9-57
ROOM NO.	BUILDING	
1724	Cetra Eye	
REMARKS:		
<p><i>Ret'd for your disposition.</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION
121	East	738
<small>DES FORM 36-8 MAY BE USED. (47)</small>		

25X1

10/14/65 1-4

25X1

recalled this "pkg" from job # 61-900 for permanent retention (to be retained in Records Management, Reports Management, 1-4.

25X1

604-1016-16th St
 #2468